



IN REPLY REFER TO:

## United States Department of the Interior

NATIONAL PARK SERVICE  
Fire Management Program Center  
3833 South Development Avenue

Boise, Idaho 83705-5354

P86(NIFC)

January 8, 2004

### MEMORANDUM

**TO:** Regional Directors and Superintendents

**FROM:** National Fire Management Officer /s/ Sue Vap

**SUBJECT:** Servicewide Recruitment Notice - Fire Management Mentoring

The National Park Service is committed to developing our personnel to levels that will provide the professional capability required to manage our wildland fire management program, meet our obligations to the interagency community, and provide our direct involvement with incident management teams. To accomplish this, the Fire Management Mentoring Program was implemented in 1999.

**Anyone wishing to participate in this program, as a mentor or a mentee should apply by the application deadline. Nomination forms are attached.**

The purpose of the Fire Management Mentoring Program is to facilitate the development of all our employees by tapping the knowledge and experience within the service in a personal, interactive manner. We will use this voluntary program to mitigate the loss of organizational knowledge and institutional memory and to help our employees achieve their fullest potential. Although, in the long term the program is likely to enhance some careers, it is explicitly not a career placement program. As new generations move into the work force, the mentoring program will help address the issues that the National Park Service and its employees' face.

The basis of this program is to foster mentoring relationships among all NPS personnel. There are three types of mentoring: informal, formal, and supervisory. Informal and supervisory mentoring occurs constantly throughout the Service as a result of personal and professional relationships. The Fire Management Mentoring program is formal and voluntary. It focuses on fostering a relationship between two people, one of whom is senior in experience and skill (the mentor), with the purpose of promoting the growth and development of the employee (the mentee) according to a mutually understood set of goals. It is a long-term learning process that focuses on more than a particular

professional skill or discipline. The program capitalizes on career life experience gained throughout a professional career and passing that knowledge on to others.

The sixth Generation training will commence October 25, 2004 with 15 mentors and 15 mentees. The expected timelines for this program are as follows:

- |   |                          |
|---|--------------------------|
| ➤ <i>Application deadline</i>   | <b>February 27, 2004</b> |
| ➤ <i>Mentee/mentor pool match</i>                                       | <b>April 2, 2004</b>     |
| ➤ <i>Letter to mentee with mentor profiles</i>                          | <b>April 30, 2003</b>    |
| ➤ <i>Mentee selection of mentor</i>                                     | <b>June 4, 2004</b>      |
| ➤ <i>Formal training for mentee/mentor<br/>(3 day training session)</i> | <b>October 25, 2004</b>  |
| ➤ <i>Agreements signed/to coordinator</i>                               | <b>December 3, 2004</b>  |

This program will directly benefit both the Service and the participating employees. Costs of the Program will be borne by the Fire Management Program Center.

The program is open to all employees who are currently in fire management positions or have a strong interest in participating and supporting Fire or Incident Management activities, locally or at the National level.

For information on the NPS Fire Management Mentoring Program contact:

Mark Koontz  
Fire Management Mentoring Coordinator  
National Park Service  
Fire Management Program Center - NIFC  
3833 S. Development Ave.  
Boise, Idaho 83705-5354  
(208) 387-5090  
mark\_koontz@nps.gov

Attachments:

- 1 – Mentor Application
- 2 – Mentee Application

11/17/98(8)

## MENTOR APPLICATION

**NOTE: INFORMATION IS VOLUNTARY. HOWEVER THE INFORMATION THAT IS PROVIDED WILL ASSIST IN MATCHING SOMEONE OF SIMILAR INTERESTS AND CAREER PATHS. THE MORE RELIABLE THE INFORMATION IS, THE BETTER THE MATCH OF MENTOR WITH MENTEE. ALL INFORMATION COLLECTED WILL BE USED FOR THE "MENTORING PROGRAM" AND FOR NO OTHER PURPOSE.**

NAME: \_\_\_\_\_ PARK: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
WORK PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ OK TO CONTACT AT HOME: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_ SERIES: \_\_\_\_\_ GRADE: \_\_\_\_\_

WHY DO YOU WANT TO BE A MENTOR? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER BEEN PART OF A MENTORING RELATIONSHIP? IF YES, PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT SKILL AREA(S) DO YOU HAVE IN WHICH YOU COULD BE A GOOD MENTOR? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT TYPE OF MENTEE COULD YOU BENEFIT THE MOST? (e.g. new FMO, Type I Firefighter, Fire Program Assistant): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT PROFESSIONAL ORGANIZATIONS DO YOU BELONG TO? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST WORK EXPERIENCE AND TIME SPENT IN EACH DISCIPLINE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL KNOWLEDGE, SKILLS, AND EXPERIENCES YOU ARE WILLING TO SHARE (e.g., suppression, prescribed fire, prevention/fire education, training, program management, budgeting, public speaking, computer skills, supervisory skills, interpersonal skills, leadership):

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SUPERVISOR'S CONCURRENCE

***I have my supervisor's concurrence to participate in the Fire Management Mentoring Program. If selected to participate I agree to serve as a mentor for a two-year period beginning upon the finalization of the Memorandum of Agreement between myself and the Mentee.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Next Level Concurrence

\_\_\_\_\_  
Date

PLEASE SEND COMPLETED APPLICATION TO:

ATTN: MARK KOONTZ  
MENTORING PROGRAM COORDINATOR  
FIRE MANAGEMENT PROGRAM CENTER  
NATIONAL PARK SERVICE  
NATIONAL INTERAGENCY FIRE CENTER  
3833 S. DEVELOPMENT AVENUE  
BOISE, IDAHO 83705-5354  
PH. (208) 387-5090

## MENTEE APPLICATION

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CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
WORK PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ OK TO CONTACT AT HOME: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_ SERIES: \_\_\_\_\_ GRADE: \_\_\_\_\_

WHY DO YOU WANT TO BE A PARTICIPANT IN THIS PROGRAM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER BEEN PART OF A MENTORING RELATIONSHIP? IF YES, PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT SKILL AREA(S) DO YOU WISH TO BE MENTORED IN? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT TYPE OF MENTOR COULD BENEFIT YOU THE MOST? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOUR SHORT-TERM CAREER GOALS (6 TO 12 MONTHS)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOUR LONG-TERM GOALS? (WITHIN THE NEXT 3 YEARS)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT PROFESSIONAL ORGANIZATIONS DO YOU BELONG TO? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST WORK EXPERIENCE DISCIPLINES (NOTE JOB TITLES) AND HOW LONG YOU WERE/HAVE BEEN IN EACH FIELD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST PARKS OR AREAS IN WHICH YOU WOULD LIKE TO WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S CONCURRENCE

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Next Level Concurrence

\_\_\_\_\_  
Date

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